

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

**Senior Advisor for Policy and Strategic Communication  
AD-0301-00-00**

### **ORGANIZATION**

**U.S. Environmental Protection Agency  
Office of the Administrator, Office of policy  
Washington, DC**

### **TITLE AND GRADE OF SUPERVISOR**

**Associate Administrator, OA, Office of Policy**

### **STATEMENT OF RESPONSIBILITIES**

The incumbent of this position serves as the Senior Advisor for Policy and Strategic Communication assisting the Associate Administrator in fulfilling his/her duties. In this capacity, the incumbent works with the Office of the Chief Financial Officer, the Office of Public Affairs, and the Office of Policy to develop and track performance metrics for the Agency and develops and executes plans for implementing internal and external communications around these metrics. Collaborates with the Office of Public Affairs to craft responses to press inquiries related to policy and regulation and to develop key messages around the Administrator's agenda.

Develops and executes the "Sector Strategies" program, alongside the Associate Administrator for Policy, to engage industry stakeholders in understanding operations and challenges in order to better engage in long-term regulatory planning.

Works with the Associate Administrator for Policy to track rules, initiatives and other regulatory matters for follow-up. Provides policy and research analysis to the Administrator, Chief of Staff, and Associate Administrator for Policy, as requested.

Keeps informed of important developments affecting the legislation, policies, programs and operations of the policy innovation. Advises the Associate Administrator of significant observations and presents background information, personal opinions, and advice concerning areas of interest.